

Bay Ridge Manor

476 76th Street
Brooklyn, NY 11209
(718) 748-8855

DCA License #1303003/1304601

Guest List on or before AUG 8, 2010 Final Guarantee AUG 8, 2010
Date of Function FRIDAY, AUGUST 13, 2010 From 2 To 6 No. of Hours 4 Day
Name (371) Name
Address 355-37th St. BK NY Address
Phone Fax 718-832-2213

Affair LUNCHEON/DANCE Menu DELUXE BUFFET Minimum 50 Room IMPERIAL

Toast <u>SPARKLING CIDER</u>	Hors d'oeuvres <u> </u>
Fruit/Cheese/Vegetable <u>INCLUDED</u>	Cocktail Hour <u> </u>
Appetizer <u> </u>	Additional Course <u>2 CARVING STATIONS</u>
Soup/Pasta <u> </u>	Stationary Bar <u>5/28/11</u>
Salad <u>INCLUDED</u>	Rye <u> </u>
Entrée <u>INCLUDED</u>	Scotch <u> </u>
Potato <u>INCLUDED</u> Vegetable <u>INCLUDED</u>	Gin <u>WUT/0/05/91</u>
Rolls <u>INCLUDED</u> Ice Cream <u>INCLUDED</u>	Vodka <u> </u>
Cake <u>INCLUDED</u>	Liquor <u> </u>
Pastries <u>INCLUDED</u> Cookies <u>INCLUDED</u>	Beer <u> </u>
Jelly Apple <u>INCLUDED</u> Cotton Candy <u>INCLUDED</u>	Wine <u> </u>
Caramel Apple <u>INCLUDED</u>	Soda <u>WATER/JUICE INCLUDED</u>
Table Decorations <u>FLOWERS/BALLOONS</u>	Music <u>D.J.</u>
Price Per Person <u>\$46</u>	Wedding Invit. Charge <u> </u>
Waiter Gratuities <u> </u>	Valet Parking <u>INCLUDED</u>
N. Y. Sales Tax <u>EXEMPT</u>	Rental Charge <u> </u>

Special Instructions

Bay Ridge Manor By Joshee Talon
Signature of Engager
Signature of Engager
Rules and conditions on reverse side constitute part of this contract.

DEPOSITS		
Date	Amount	Memo

Balance \$2,300
Consumer Affairs License Number 551235 CAT

**This is not an official order. Document is sent electronically to the vendor.
For confirmation only. DO NOT DUPLICATE.**

**PURCHASE
ORDER**

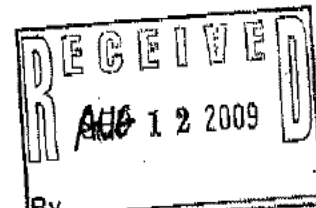


**NEW YORK CITY
DEPARTMENT OF
EDUCATION**

**WO1001181
PURCHASE ORDER
NUMBER**

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 Contract #: 3 BIDS-01 Fax #: Toll Free #:		Deliver To: P.S. 371K Attention: PRINCIPAL Phone: (718) 788-7608 Address: 355 37 TH STREET, ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE Phone: (718)935-2377 Address: 65 COURT STREET, ROOM 1001 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2011
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p>		
<p> Date: <u>8/5/2010</u></p> <p>Signature of Principal or authorized Department of Education official.</p>		

Accounting Information
Fiscal Year: 2011



	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>By</u> <u>Date</u>	<u>Est</u> <u>Date</u>	<u>Amount</u>
1)	97	012600	0491	N/A	K371	Z16Z	N/A	N/A	\$ 2,300.00

8/6/2010

Bay Ridge Manor

476 76th Street
Brooklyn, NY 11209
(718) 748-8855

DCA License #1303003/1304601

Guest List on or before AUG 8, 2010 Final Guarantee AUG 8, 2010
Date of Function FRIDAY, AUGUST 13, 2010 From 2 To 6 No. of Hours 4 Day
Name P321 Name
Address 355-37th ST. BK NY Address
Phone Fax 718-832-2213

Affair LUNCHEON/DANCE Menu DELUXE BUFFET Minimum 50 Room IMPERIAL

Toast <u>SPARKLING CIDER</u>	Hors d'oeuvres <u> </u>
Fruit/Cheese/Vegetable <u>INCLUDED</u>	Cocktail Hour <u> </u>
Appetizer <u> </u>	Additional Course <u>2 CARVING STATIONS</u>
Soup/Pasta <u> </u>	Stationary Bar <u> </u>
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Entrée <u>INCLUDED</u>	Scotch <u> </u>
Potato <u>INCLUDED</u> Vegetable <u>INCLUDED</u>	Gin <u> </u>
Rolls <u>INCLUDED</u> Ice Cream <u>INCLUDED</u>	Vodka <u> </u>
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Table Decorations <u>FLOWERS/BALLOONS</u>	Music <u>DJ</u>
Price Per Person <u>\$46</u>	Wedding Invt. Charge <u> </u>
Waiter Gratuities <u> </u>	Valet Parking <u>INCLUDED</u>
N. Y. Sales Tax <u>EXEMPT</u>	Rental Charge <u> </u>

Special Instructions

Bay Ridge Manor By Jaschke-Lallon
Signature of Engager
Signature of Engager
Rules and conditions on reverse side constitute part of this contract.

DEPOSITS		
Date	Amount	Memo
3/29/11		
WU 10/05/91		

Balance \$2,300 ✓

Consumer Affairs License Number 551235 CAT

Lillian Rashkis H.S.

END OF SUMMER EVENT

Thursday august 5th 2pm – 5pm

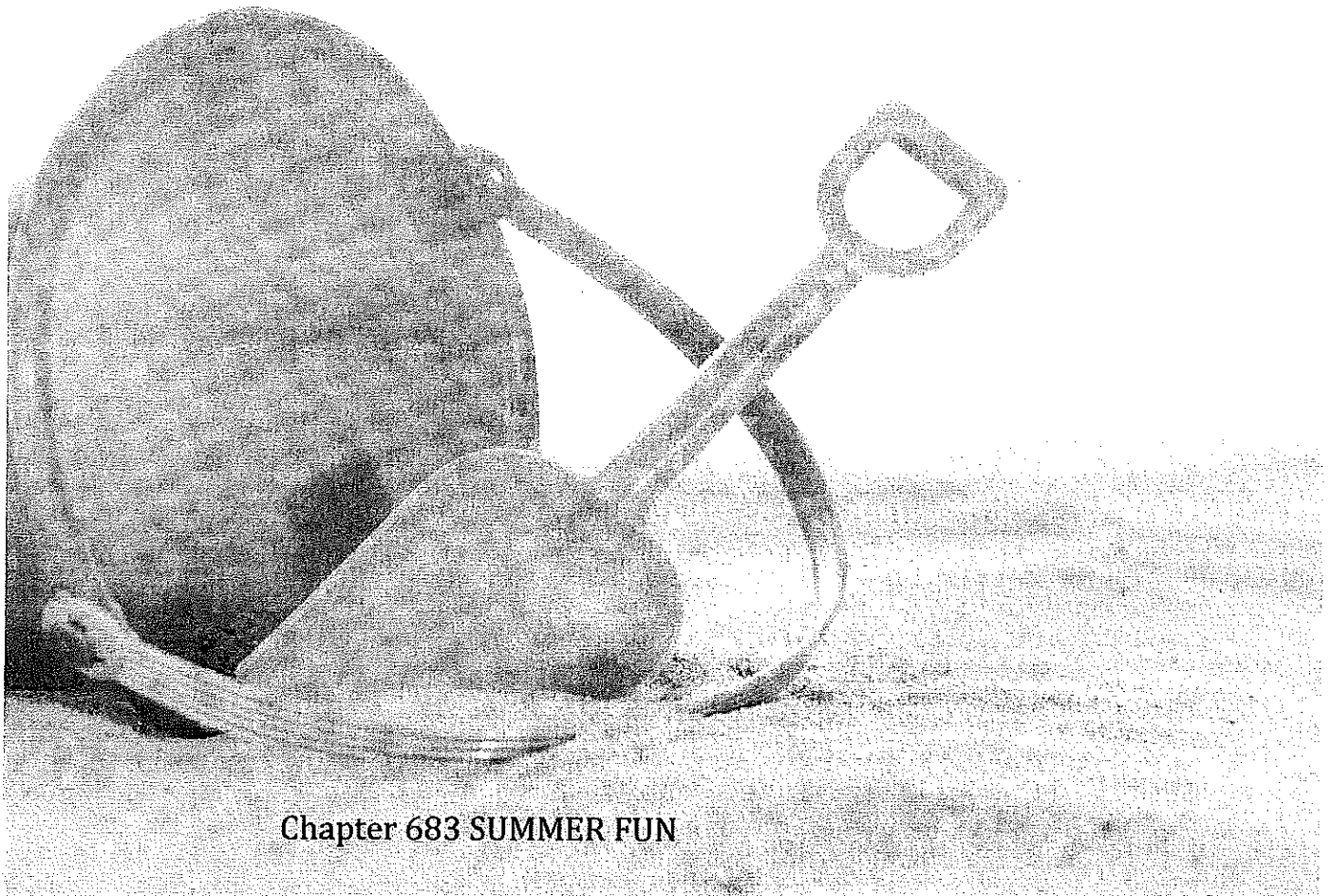
Bay Ridge Manor

476 76th Street, Brooklyn, NY 11209

Be prepared to EAT, DANCE and have FUN

(Directions: R train to 77th Street walk up toward fith Ave on 76th street

Bus 63 to 76th Street between 4th and 5th Avenue



Chapter 683 SUMMER FUN

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**PURCHASE
ORDER**



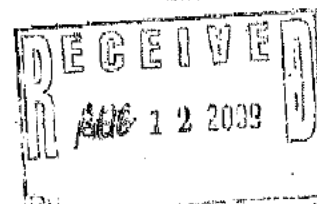
**NEW YORK CITY
DEPARTMENT OF
EDUCATION**

**WO1001181
PURCHASE ORDER
NUMBER**

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 Contract #: 3 BIDS- 01 COMMODITIES Fax #: Toll Free #:		Deliver To: P.S. 371K Attention: PRINCIPAL Phone: (718) 788-7608 Address: 355 37 TH STREET, ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE Phone: (718)935- OPERATIONS-Q 2377 Address: 65 COURT STREET, ROOM 1001 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2011
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p> <p>_____ Date: 8/5/2010</p> <p>Signature of Principal or authorized Department of Education official.</p>		

Accounting Information
Fiscal Year: 2011

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Enc-</u> <u>Encumbrance</u>	<u>Locn</u>	<u>Actv</u>	<u>Start</u> <u>Date</u>	<u>End</u> <u>Date</u>	<u>Amount</u>
1)	97	012600	0491	N/A	K371	ZI6Z	N/A	N/A	\$ 2,300.00



8/6/2010

Document Inquiry



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☒ Document #
 ☐ Check #
 ☐ Contract #
 ☐ Invoice #

Document #: WO1001181

01

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[View Notepad](#)

Posted By: URICH,CAROL

Fiscal Year: 2011

Third Party Vendor:

Vendor #: 112581260 01

Dgc Reference:

Invoice Date:

Quick Code: 97012600

Activity Code: Z16Z

Start Date:

Cert. Ind.: Fully Received

[View Certification](#)

Posted Date: 08/05/2010

Contract #: 3 BIDS-COMMODITIES

Single Check Payment:

Vendor Name: BAY RIDGE MANOR

Check #:

Invoice #:

Object Code: 0491

Program Reporting Code:

End Date:

Cert. Amount: \$ 2,300.00

Posted Time: 2:07 PM

Trans Code: 300

Hold Check Indicator:

Trans Desc: 3 BIDS-COMMODITIES

Bank #:

Location Code: K371

UOA: 482

	View Details	View Summary	Post Date	Period	T/C	Document No.	Check No.	Bank No.	Due Date	Description	Amount
Original Amt:	\$	2,300.00									
Adjustments:	\$.00									
Liquidations:	\$.00									
Balance:	\$	2,300.00									
Payments:	\$.00									

BAY RIDGE MANOR

476 - 76TH STREET
Brooklyn, New York 11209
(718) 748-8855

"DISTINCTIVE CATERING FOR ALL OCCASIONS"

DATE: Aug 4, 2011

NAME: P.S. 371 ROOM: Imperial

DATE OF EVENT: Aug 12, 2011 EVENT: Lunch

PRICE PER PERSON: 50 @ \$44.00 \$ 2200

EXTRAS: _____ \$ —

GRATUITIES: 18% \$ —

NYS SALES TAX: 8.875% \$ —

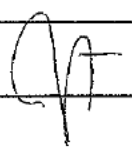
TOTAL: \$ 2200

DEPOSIT: \$ —

BALANCE DUE: \$ 2200

ADDITIONAL DEPOSIT: _____ NEW BALANCE: _____

NOTES: _____

SIGNATURE: 

"THANK YOU FOR YOUR PATRONAGE"

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PURCHASE ORDER



**NEW YORK CITY
DEPARTMENT OF
EDUCATION**

WO2001326
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-COMMODITIES Fax #: Toll Free #:	Deliver To: P.371K@ LILLIAN RASHKIS H.S. Attention: PRINCIPAL Phone: (718)788-7608 Address: 355 37 ST., ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-Q Phone: (718)935-2377 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201	Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2012
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p>	
<div style="display: flex; justify-content: space-between; width: 100%;"> Signature of Principal or authorized Department of Education official. Date: 8/4/2011 </div>	

Accounting Information

Fiscal Year: 2012

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Acty</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	97	022600	0491	N/A	K371	X6JR	N/A	N/A	\$ 2,200.00

Total Amount
\$ 2,200.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	HOT BUFFET			EACH	50.00	\$ 44.00	\$ 2,200.00

Total Amount
\$ 2,200.00

Lillian Rashkis H.S.

END OF SUMMER EVENT

Friday August 12th 2pm – 5pm

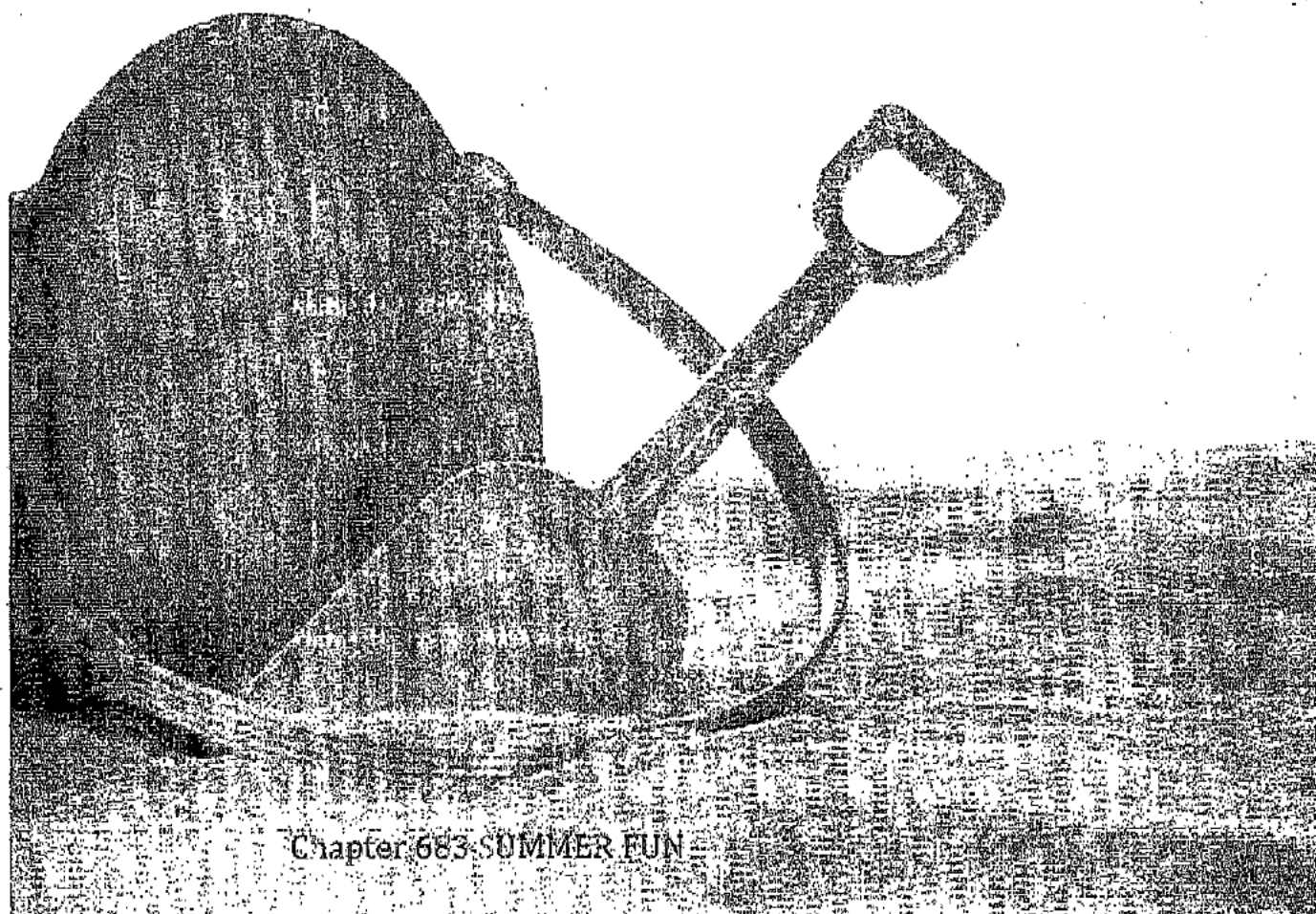
Bay Ridge Manor

476 76th Street, Brooklyn, NY 11209

Be prepared to EAT, DANCE and have FUN

(Directions: R train to 77th Street walk up toward fith Ave on 76th street

Bus 63 to 76th Street between 4th and 5th Avenue



Chapter 683 SUMMER FUN

BAY RIDGE MANOR

476 - 76TH STREET
Brooklyn, New York 11209

(718) 148-8855
"DISTINCTIVE CATERING FOR ALL OCCASIONS"

2013 FEB 11 PM 9:27

NAME: P37/K DATE: July 17, 2013
ROOM: Imperial

DATE OF EVENT: August 3, 2013 EVENT: _____

PRICE PER PERSON: 75 x 33 \$ 2475.00

EXTRAS: _____ \$ 0

GRATITUDES: _____ \$ 0

NYS TAX: 8.875 exempt \$ 0

TOTAL: \$ 2475.00

DEPOSIT: \$ 0

BALANCE DUE: \$ 2475.00 ✓

ADDITIONAL DEPOSIT: _____ NEW BALANCE: _____

NOTES: _____

SIGNATURE: Jackie Fallon 2/12/13

"THANK YOU FOR YOUR PATRONAGE"


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PURCHASE ORDER



NEW YORK CITY
DEPARTMENT OF
EDUCATION

WO3000851
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-COMMODITIES Fax #: Toll Free #:		Deliver To: P.371K@ LILLIAN RASHKIS H.S. Attention: PRINCIPAL Phone: (718)788-7608 Address: 355 37 ST., ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-Q Phone: (718)935-2377 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2013
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p>		
<p style="text-align: center;">  Date: 7/19/2012 </p> <p style="text-align: center;">Signature of Principal or authorized Department of Education official.</p>		

Accounting Information

Fiscal Year: 2013

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	97	004683	0491	N/A	K371	VGTS	N/A	N/A	\$ 1,571.00
2)	97	032600	0491	N/A	K371	VGTQ	N/A	N/A	\$ 904.00
									Total Amount
									\$ 2,475.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	SCHOOL TO WORK AWARDS LUNCHEON			EACH	1.00	\$ 2,475.00	\$ 2,475.00
								Total Amount

\$2,475.00

07/19/2012
PURCHASE ORDER DATE

WO3000851 01

PURCHASE ORDER NUMBER

.. TRACKING NUMBER

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW

Fiscal Year: 2013

Total Amount

<u>Item Detail Information</u>						<u>Price</u>	
	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	SCHOOL TO WORK AWARDS LUNCHEON			EACH	1.00	\$2,475.00	\$2,475.00
							<u>Total Amount</u>
							\$2,475.00

Lillian Rashkis H.S.

END OF SUMMER AWARD CEREMONY

Friday August 3th 2pm – 5pm

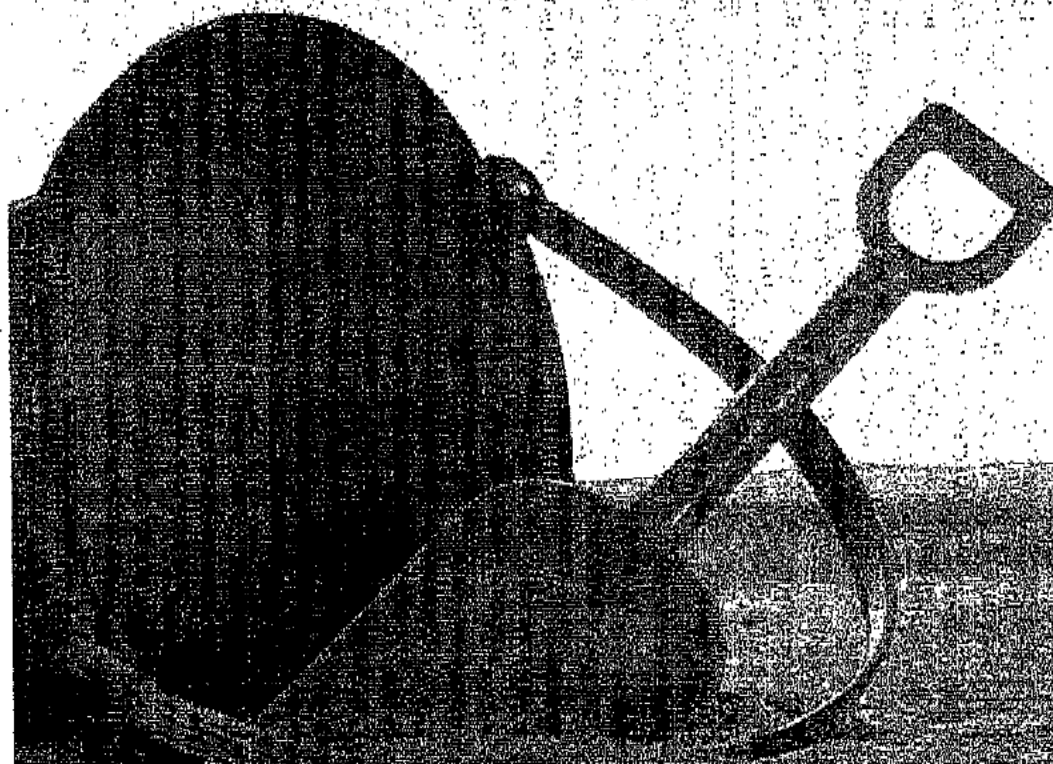
Bay Ridge Manor

476 76th Street, Brooklyn, NY 11209

Be prepared to EAT, DANCE and have FUN

(Directions: R train to 77th Street walk up toward fifth Ave on 76th street

Bus 63 to 76th Street between 4th and 5th Avenue



Chapter 68: SUMMER FUN

BAY RIDGE MANOR

476 - 76TH STREET
Brooklyn, New York 11209
(718) 748-8855

"DISTINCTIVE CATERING FOR ALL OCCASIONS"

DATE: Aug 4 2013

NAME: LS371 ROOM: _____

DATE OF EVENT: W04002308 EVENT: _____

PRICE PER PERSON: 125 @ 21.95 \$ 2743.75

EXTRAS: _____ \$ —

GRATUITIES: 18% _____ \$ —

NYS SALES TAX: 8.875% _____ \$ —

TOTAL: \$ 2743.75

DEPOSIT: \$ —

BALANCE DUE: \$ 2743.75 ✓

ADDITIONAL DEPOSIT: _____ NEW BALANCE: 02202
0541.75

NOTES: _____

SIGNATURE: _____

"THANK YOU FOR YOUR PATRONAGE"

PURCHASE ORDER

NEW YORK CITY
DEPARTMENT OF EDUCATIONWO4002308
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-COMMODITIES Fax #: Toll Free #:		Deliver To: P.371K@ LILLIAN RASHKIS H.S. Attention: PRINCIPAL Phone: (718)788-7608 Address: 355 37 ST., ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-Q Phone: (718)935-2377 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2014

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Date: _____

Signature of Principal or authorized Department of Education official.

Accounting Information

Fiscal Year: 2014

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Loen</u>	<u>Acty</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	97	042600	0491	N/A	K371	TVDH	N/A	N/A	\$ 2,202.00

Total Amount
\$ 2,202.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	TRAVEL & TOURISM AWARDS CEREMONY			EACH	125.00	\$ 21.95	\$ 2,743.75
							<u>Total Amount</u>	\$ 2,743.75

2013 DEC 20 PM 1:32

12/9/2013

PURCHASE ORDER



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO4002 308 - 01 + 2
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: _____ Phone: (718) 748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-COMMODITIES Fax #: _____ Toll Free #: _____		Deliver To: P.371K@LILLIAN RASHKIS H.S. Attention: PRINCIPAL Phone: (718) 788-7608 Address: 355 37 ST., ROOM 112 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-Q Phone: (718) 935-2377 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (if Any): NO IE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2014
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p> <p>_____ Date: _____</p> <p>Signature of Principal or authorized Department of Education official.</p>		

Accounting Information

Fiscal Year: 2014

	<u>Dat</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	97	042600	0491	N/A	K371	TVDH	N/A	N/A	\$ 2,202.00
2)	97	005101	0491	N/A	K371	SGEL	N/A	N/A	\$ 541.75

Total Amount
\$ 2,743.75

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	TRAVEL & TOURISM AWARDS CEREMONY			EACH	125.00	\$ 21.95	\$ 2,743.75

Total Amount
\$ 2,743.75

**Culminating Event to Celebrate Success
with our Summer Program 2013**

Awards Ceremony

Theme: Travel & Tourism



Take Me Out To The Ball Game



@ The Bay Ridge Manor

476 – 76th Street, Brooklyn, NY 11209

August 9, 2013

Luncheon @ 11:30am

Bay Ridge Manor

476 76th Street
Brooklyn, New York 11209
(718) 748-8855
Fax: (718) 238-3562

DCA License #1303003/1304601

Emergency

Guest List on or before June 8, 2014 Final Guarantee _____
Date of Function June 18, 2014 From 6 To 10 No. of Hours 4 Day Wed.
Name P.S. 308 Name _____
Address Marina Darling Address _____
Phone _____ Fax 718-602-3274

Affair Prom Menu Buffet Minimum _____ Room imperial

Toast _____	Hors D'Oeuvre _____
Fruit/Cheese/Vegetable <u>included</u>	Cocktail Hour _____
Appetizer _____	Additional Course _____
Soup/Pasta _____	Stationary Bar _____
Salad <u>included</u>	Beer, Wine & Soda _____
Entree <u>included</u>	Bottled Beer _____
Ice Cream _____	Soda <u>included</u>
Cake <u>included</u>	Chocolate Fountain _____
Pastries _____ Cookies <u>included</u>	Candy Table _____
Table Decorations <u>included</u>	Audio/Visual Aids _____
Price Per Person <u>\$47.00 @ 16</u>	Chair Cover _____
Service Charge <u>18%</u>	Photographer _____
N.Y. Sales Tax <u>exempt</u>	Music _____
	Wedding Invit. Charge _____
	Valet Parking _____
	Rental Charge _____

Special Instructions _____
INV 1401 5/25/14
6/17/14

Bay Ridge Manor By [Signature]
Signature of Engager _____
Signature of Engager _____

Rules and conditions on reverse side constitute part of this contract.

Amount	Memo
752.	
136.36	

Balance \$ 887.36

BAY RIDGE MANOR

476 - 76th STREET
Brooklyn, New York 11209
(718) 148-8855
"DISTINCTIVE CATERING FOR ALL OCCASIONS"

NAME: Lillian Rashke H.S. DATE: 6/3/15
ROOM: _____

DATE OF EVENT: 6/3/15 EVENT PROM

PRICE PER PERSON: \$45.00 \$ 2250.00

EXTRAS: Linens + Balloon + Decorations \$ 400.00

GRATITUDES: 0 \$ 0

NYS TAX: 8.875 0 \$ 0

TOTAL: \$ 2650.00

DEPOSIT: \$ 0

BALANCE DUE: \$ 2650.00 ✓

ADDITIONAL DEPOSIT: _____ NEW BALANCE: _____

NOTES: PO W0,5033346-01,02

SIGNATURE: Jackie Fallon

"THANK YOU FOR YOUR PATRONAGE"

2015 JUN 17 PM 1:00

Click to print this Purchase Order: 

Close

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For confirmation only. DO NOT DUPLICATE.


PURCHASE
ORDERNEW YORK CITY
DEPARTMENT OF
EDUCATIONWO5033346
PURCHASE ORDER
NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 Contract #: 3 BIDS-COMMODITIES 01 Fax #: Toll Free #:		Deliver To: P.371K@ LILLIAN RASHKIS H.S. Attention: PRINCIPAL/SUPPLIES Phone: (718) 788-7608 Address: 355 37 ST., ROOM 112 City/State/Zip: BROOKLYN, NY 11232	
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-Q Phone: (718) 935-2377 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER OR BY: 06/30/2015	
<p>*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.</p> <p>_____ Date: 7/1/2015</p> <p>Signature of Principal or authorized Department of Education official.</p>			

Accounting Information


Fiscal Year: 2015

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance</u>	<u>Locn</u>	<u>Acct</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	97	005101	0491	N/A	K371	PPDA	N/A	N/A	\$ 2,500.00




Lillian Rashkis High School
Graduation Ceremony
 Thursday - June 25, 2015
 12 PM
 Sunset Park H.S. Auditorium
 153 35th Street
 Between 3rd & 4th Ave.
 Brooklyn, NY 11232
ADMISSION IS UNLIMITED

Class of 2015




Lillian Rashkis High School
Graduation Ceremony
 Thursday - June 25, 2015
 12 PM
 Sunset Park H.S. Auditorium
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Class of 2015



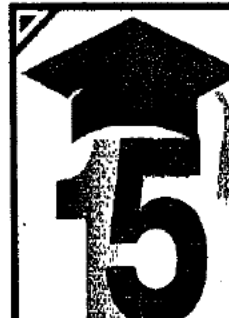
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Class of 2015

BAY RIDGE MANOR

476 76TH STREET

BROOKLYN NY 11209

(718) 748-8855

Fax (718) 238-3562

Invoice

NAME: M.S. 385 m.

DATE: April 14, 2015

DATE OF AFFAIR: June 18, 2015

EVENT: Prom

PRICE PER PERSON: 15 @ 50.00. \$ 750.00

EXTRAS: \$.00

SERVICE CHARGE: 18 % \$ 135.00

TAX: 8.875 % \$ Exempt

TOTAL: \$ 885.00

DEPOSIT: \$

BALANCE DUE: \$ 885.00

ADDITIONAL DEPOSIT: _____ NEW BALANCE: _____

NOTES: _____

SIGNATURE: Erin Golden

"THANK YOU FOR YOUR PATRONAGE"

West Linda (100000)

From: Jackson Tameko (
Sent: Wednesday, April 15, 2015 10:41 AM
To: West Linda (100000)
Subject: RE: wo5057164

I must have given you the wrong PO#. The correct PO is WO5057002 and it is for 885.00.

Tameko Jackson
School Secretary
MS 385/School of Business, Finance & Entrepreneurship
125 Stuyvesant Avenue
3rd Floor
Brooklyn, NY 11221
(718) 602-3271 ext. Phone
(718) 602-3274 Fax

From: West Linda (100000)
Sent: Wednesday, April 15, 2015 10:36 AM
To: Jackson Tameko (
Subject: wo5057164

I just got your fax from Bay Ridge Manor Invoice for \$885. The purchase order is only for \$385.

Linda West
Department of Education
Financial Operations A/P
65 Court Street, Room 1502
Brooklyn, New York 11201


Fax 718-935-2705
Telephone 718-935- 2379
Lwest4@schools.nyc.gov

**This is not an official order. Document is sent electronically to the vendor.
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**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO160048464
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-SERVICES Fax #: Toll Free #:		Deliver To: PUBLIC SCHOOL 169 Attention: JOHANNA BJORKEN Phone: (718)853-3224 Address: 4305 7TH AVENUE, ROOM 231 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-K Phone: (718)935-2379 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.
Additional Information: JUNE 9TH STAFF DEVELOPMENT EVENT TIME 7:30 AM - 2:30 PM		
***** I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.		
<div style="text-align: center;">  Date: <u>3/8/2016</u> </div>		
Signature of Principal or authorized Department of Education official.		

Accounting Information

Fiscal Year: 2016

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	15	014344	451F	N/A	K169	ONIS	N/A	N/A	\$ 1,265.00
2)	15	014344	451S	N/A	K169	ONIS	N/A	N/A	\$ 2,369.00
3)	15	014344	451T	N/A	K169	ONIS	N/A	N/A	\$ 400.00
4)	15	014344	451A	N/A	K169	ONIS	N/A	N/A	\$ 350.00

Total Amount
\$ 4,384.00

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PURCHASE ORDER

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO160048464

PURCHASE ORDER NUMBER

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	VALET PARKING			EACH	4.00	\$ 100.00	\$ 400.00
2)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
3)	N/A	AUDIO AND VISUAL ARTS			EACH	1.00	\$ 350.00	\$ 350.00
4)	N/A	BREAKFAST AND LUNCH			EACH	115.00	\$ 11.00	\$ 1,265.00
5)	N/A	FACILITY RENTAL			EACH	1.00	\$ 2,369.00	\$ 2,369.00
						<u>Total Amount</u>	\$ 4,384.00	

INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART I.

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For confirmation only. DO NOT DUPLICATE.**


**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO160071964
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: MICRO BIDS/NO BIDS-SERVICES Fax #: Toll Free #:		Deliver To: MIDDLE SCHOOL 385 Attention: SCH BUS FIN Phone: (718)602-3271 ENTREPRENEURSHIP Address: 125 STUYVESANT AVENUE, ROOM 314 City/State/Zip: BROOKLYN, NY 11221
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-K Phone: (718)935-2379 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.



Date: 4/1/2016

Signature of Principal or authorized Department of Education official.

Accounting Information

Fiscal Year: 2016

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	16	014344	0461	N/A	K385	MJEI	N/A	N/A	\$ 649.00
									<u>Total Amount</u>
									\$ 649.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	1.00	\$ 99.00	\$ 99.00
2)	N/A	GUEST ADMISSION			EACH	10.00	\$ 55.00	\$ 550.00
								<u>Total Amount</u>
								\$ 649.00

INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

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- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
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2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART I.

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**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO170080116
PURCHASE ORDER NUMBER

Vendor: BAY RIDGE MANOR Attn: Phone: (718)748-8855 Street and No.: 476-76TH STREET City: BROOKLYN State: NY Zip Code: 11209 Vendor #: 112581280 01 Contract #: 3 BIDS-COMMODITIES Fax #: Toll Free #:		Deliver To: PUBLIC SCHOOL 169 Attention: JAEA KIM Phone: (718)853-3224 Address: 4305 7TH AVENUE, ROOM 217 City/State/Zip: BROOKLYN, NY 11232
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS-K Phone: (718)935-2379 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201		Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.
Additional Information: JUNE 8, 2017 - PROFESSIONAL DEVELOPMENT DAY		
***** I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.		
 Date: <u>4/3/2017</u>		
Signature of Principal or authorized Department of Education official.		

Accounting Information

Fiscal Year: 2017

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	15	014344	451A	N/A	K169	L1YP	N/A	N/A	\$ 5,784.00

Total Amount
\$ 5,784.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	FACILITY RENTAL			EACH	1.00	\$ 4,079.00	\$ 4,079.00
3)	N/A	ACTIVITY PER PERSON			EACH	155.00	\$ 11.00	\$ 1,705.00
							<u>Total Amount</u>	\$ 5,784.00

INSTRUCTIONS PART I
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If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART I.

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For confirmation only. DO NOT DUPLICATE.**


**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO170093977
PURCHASE ORDER NUMBER

Vendor: SIRENA RESTAURANT INC Attn: LOUIS RUSSO Phone: (718)266-4891 Street and No.: 2911 WEST 15TH STREET City: BROOKLYN State: NY Zip Code: 11224 Vendor #: 112069373 01 Contract #: MICRO BIDS/NO BIDS-SERVICES Fax #: Toll Free #:	Deliver To: ALL DOE LEARNING COMMUNITIES NETWORK Attention: DALILA PENA Phone: (212)374-4243 Address: 52 CHAMBERS STREET, ROOM 309 City/State/Zip: MANHATTAN, NY 10007
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS Phone: (718)935-2850 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201	Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.



Date: 5/10/2017

Signature of Principal or authorized Department of Education official.

Accounting Information

Fiscal Year: 2017

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	48	054398	451S	N/A	K00M	LJF5	N/A	N/A	\$ 4,500.00
									<u>Total Amount</u>
									\$ 4,500.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	SPACE FOR CL IMPROVEMENT SCIENCE WORKSHOPS			EACH	1.00	\$ 4,500.00	\$ 4,500.00
								<u>Total Amount</u>
								\$ 4,500.00

INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

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For confirmation only. DO NOT DUPLICATE.**


**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO180041673
PURCHASE ORDER NUMBER

Vendor: SIRENA RESTAURANT INC Attn: LOUIS RUSSO Phone: (718)266-4891 Street and No.: 2911 WEST 15TH STREET City: BROOKLYN State: NY Zip Code: 11224 Vendor #: 112069373 01 Contract #: MICRO BIDS/NO BIDS-SERVICES Fax #: Toll Free #:	Deliver To: DIVISION OF TEACHING Attention: VICTORIA GIL Phone: (212)374-6479 Address: 52 CHAMBERS STREET, ROOM 315 City/State/Zip: MANHATTAN, NY 10007
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS Phone: (718)935-2850 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201	Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.



Date: 1/16/2018

Signature of Principal or authorized Department of Education official.

Accounting Information

Fiscal Year: 2018

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	48	054398	451S	N/A	K00M	ISOK	N/A	N/A	\$ 4,350.00

Total Amount
\$ 4,350.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	IMPROVEMENT SCIENCE FOUNDATIONS VENUE 10 19 17			EACH	4350.0	\$ 1.00	\$ 4,350.00

Total Amount
\$
4,350.00

INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART I.

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**PURCHASE ORDER**

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO180053610
PURCHASE ORDER NUMBER

Vendor: SIRENA RESTAURANT INC Attn: LOUIS RUSSO Phone: (718)266-4891 Street and No.: 2911 WEST 15TH STREET City: BROOKLYN State: NY Zip Code: 11224 Vendor #: 112069373 01 Contract #: MICRO BIDS/NO BIDS-SERVICES Fax #: Toll Free #:	Deliver To: DIVISION OF TEACHING Attention: VICTORIA GIL Phone: (212)374-6479 Address: 52 CHAMBERS STREET, ROOM 315 City/State/Zip: MANHATTAN, NY 10007
Send Invoice To: NYC DEPARTMENT OF EDUCATION Attn: OFFICE OF PAYABLE OPERATIONS Phone: (718)935-2850 Address: 65 COURT STREET, ROOM 1502 City/State/Zip: BROOKLYN, NY 11201	Special Delivery Instructions (If Any): NONE DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASE IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW.



Date: 2/12/2018

Signature of Principal or authorized Department of Education official.

Accounting Information

Fiscal Year: 2018

	<u>Dst</u>	<u>Quick</u>	<u>Obj</u>	<u>Pre-Encumbrance #</u>	<u>Locn</u>	<u>Actv</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	48	054398	451S	N/A	K00M	ISOK	N/A	N/A	\$ 4,150.00
									<u>Total Amount</u>
									\$ 4,150.00

Item Detail Information

	<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>QTY</u>	<u>Price per unit</u>	<u>Amount</u>
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$ 0.00	\$ 0.00
2)	N/A	IMPROVEMENT SCIENCE FOUNDATIONS VENUE 11 17 17			EACH	4150.0	\$ 1.00	\$ 4,150.00
								<u>Total Amount</u>
								\$ 4,150.00

INSTRUCTIONS PART I
THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

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- H) Delivery Packing Slip**
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- I) Billing Procedure**
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- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

INSTRUCTIONS PART II
TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
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